



# Montana Cancer Control Coalition **BYLAWS**

November 5, 2009

## I. **Name**

The name of the organization shall be the Montana Cancer Control Coalition (MTCCC).

## II. **Mission, Vision, and Purpose**

**Vision:** A comprehensive, statewide, evidence-based approach to reduce the burden of cancer in Montana, motivated by compassion...an investment in the future.

**Mission:**

- To reduce cancer incidence, morbidity, and mortality in Montana through a collaborative partnership of private and public individuals and organizations.
- To develop, implement, promote and advocate for a statewide, coordinated, integrated approach to control cancer for all Montanans.
- To ensure quality of life through prevention, early detection, treatment, research, rehabilitation, and palliation.

**Purpose:** The purpose of the MTCCC is to develop, implement, and evaluate a statewide comprehensive cancer control plan for Montana. This is a participatory model that allows the involvement of all touched by cancer, and encourages statewide, community level participation. The MTCCC promotes the collaboration needed to achieve comprehensive cancer control in Montana, and supports the Mission, Vision, Purpose, Overarching Goals, and Guiding Principles of the Montana Comprehensive Cancer Control Plan.

## III. **MTCCC Membership**

1. **Eligibility:** The Montana Cancer Control Coalition (MTCCC) is broad-based, inclusive and open to all interested individuals and organizations committed to reducing the human and economic impact of cancer in Montana. Membership is by submission of the Member Information form. Applicants who are less than 18 years of age must have an adult sponsor present for participation in coalition meetings, activities and projects.
2. **Term:** No term limit for MTCCC members.
3. **Voting:**
  - One vote per each MTCCC member present, no proxy or absentee vote.
  - The quorum is the members present at an officially called meeting.
  - Decisions will be made by consensus and, if consensus cannot be reached, by a majority of those present using Roberts Rules of Order.

4. Roles and Responsibilities:
  - Collaborate, communicate, coordinate and share resources to reduce the burden of cancer in Montana.
  - Support the Mission, Vision, Purpose, Overarching Goals, and Guiding Principles of the Montana Comprehensive Cancer Control (CCC) Plan.
  - Actively participate in MTCCC activities and meetings.
  - Communicate their organization's viewpoints to MTCCC and inform their organization of MTCCC decisions and activities.
  - Retain the right to resign membership at any time.
  - Support efforts to implement and evaluate the statewide CCC Plan.
  - Agree to disagree and support the decisions of the MTCCC.
5. Removal: At the discretion of the Steering committee, with a majority vote, a member shall be removed from membership status in the MTCCC should there be a breach of ethical or moral conduct based on the Mission, Vision, and Purpose of the MTCCC.
6. Meetings: The MTCCC will meet at least biannually. Notice of meetings and draft agendas will be provided to MTCCC members at least 30 days prior to the meetings using methods that can reach all members in a timely fashion. The final agenda will be distributed no later than seven days prior to the meeting.

#### **IV. Steering Committee**

1. Composition: All will be Montana Cancer Control Coalition (MTCCC) members in good standing; Two Co-chairs, Immediate Past Co-Chair, Chairs of Implementation Groups, a representative from the Cancer Control Section of DPHHS, a representative from the American Cancer Society, an American Indian representative, a Physician Advisory Group Liaison, and two/three MTCCC Members at-Large.
  - The Steering committee will elect a Secretary/Treasurer from within the Steering committee.
2. Term: 2 years, on the calendar year, staggered with no limits.
  - In the event an officer or Steering committee member is unable to complete his or her term, the Steering committee shall approve a replacement for the remainder of the term as recommended by implementation groups, or member organizations.
3. Voting:
  - One vote per Steering committee member/proxy present, no absentee vote.
  - The quorum is the members present at an officially called meeting.
  - Decisions will be made by consensus and, if consensus cannot be reached, by a majority of those present using Roberts Rules of Order.
4. Roles and Responsibilities:
  - Manage, direct, and coordinate the work of the MTCCC.
  - Actively participate in the Steering committee and MTCCC meetings and activities.

- Administer and evaluate the MTCCC and implementation of the Montana Comprehensive Cancer Control Plan.
  - Act as the governance and decision-making body for the MTCCC.
  - Undertake the Roles and Responsibilities of MTCCC membership (III) (4) above.
  - Establish and disband teams, workgroups, ad hoc taskforces, standing and ad hoc committees, as deemed necessary to achieve the MTCCC mission.
  - Communicate to and from the implementation groups and the Steering committee.
5. Removal:
- At the discretion of the Steering committee, with a majority vote, a member shall be removed from the Steering committee of the MTCCC should there be a breach of ethical or moral conduct based on the Mission, Vision, and Purpose of the MTCCC.
  - Any member of the Steering committee may resign at any time by submitting a resignation, in writing, to the Chair(s). The resignation will become effective upon its acceptance by the Steering committee.
6. Meetings:
- The Steering committee will have a minimum of one meeting per quarter (face to face or via conference call/video/web). The Co-chairs or their designee will call the meetings.
  - Notice of meetings will be provided to the Steering committee at least 21 days prior to the meeting (special emergency meetings three days). The agenda will be distributed no later than seven days prior to the meeting (special emergency meetings three days).
7. Officers:
- The elected officers of the MTCCC and the Steering committee shall be two Co-chairs, Secretary/Treasurer, and Immediate Past Co-chair. They shall be elected in January by the Steering committee for a two-year term (staggered for the Co-chairs) and may serve additional terms. Officers shall be elected by simple majority vote of the Steering committee from a slate of volunteers.
  - Roles and responsibilities: Officers of the Steering committee shall serve as officers and members of the MTCCC and shall provide leadership and administrative oversight to the MTCCC.
    - Co-chair of the MTCCC and the Steering committee: The Co-chairs shall serve as chairs of the Steering committee, the MTCCC and the Administrative Board. They shall have the power to establish and disband ad hoc committees and taskforces subject to the approval of the Steering committee. The Co-chairs shall preside at all meetings of the MTCCC and the Steering committee and shall have the right to vote. The Co-chairs will also perform such other duties as the Steering committee specifies.
    - Immediate Past Co-Chair of the MTCCC and the Steering committee: The Immediate Past-chair shall serve on the Administrative Board and Steering Committee, provide continuity to the Steering committee, mentor the junior Co-Chair, and perform duties as requested by the Co-chairs.
    - Co-chairs and Immediate Past Co-Chair shall: Request review of the Bylaws and policies at the second biannual meeting on a yearly basis.
    - Secretary/Treasurer of the MTCCC and the Steering committee: The Secretary shall oversee records of the proceedings of all meetings of the Steering committee and the

MTCCC. The Secretary shall ask staff to notify Steering committee and MTCCC members of meetings and shall perform other duties as assigned by the Steering committee or Administrative Board. The Treasurer shall monitor the receipt, deposit and disbursement of all funds of the MTCCC as directed by the Steering committee, shall submit an account of the financial condition of the MTCCC as required, and shall perform other duties as assigned by the Steering committee or Administrative Board. The Treasurer shall oversee the annual audit and report to the Steering committee.

8. Member-at-Large (two/three):

- Elected by the MTCCC from the slate nominated by the MTCCC members. They shall be elected at the fall meeting for a two-year term (staggered) and may serve unlimited additional terms.
- Roles and responsibilities: will actively participate in the Steering committee and MTCCC meetings and activities and coordinate input to, and feedback from, the MTCCC and the Steering committee. They will report to the MTCCC annually on the actions of the Steering committee.

9. Physicians Advisory Group Liaison:

- Elected by the MTCCC from the slate nominated by the MTCCC members. This person shall be elected at the fall meeting for a two-year term and may serve unlimited additional terms.
- Roles and responsibilities: will actively participate in the Steering committee, Administrative Board and the MTCCC meetings and activities; coordinate input to, and feedback from, the MTCCC and the Physicians Advisory Group. This person will report to the MTCCC annually on the actions of the Physicians Advisory Group.

**V. Administrative Board**

1. Composition: The two Co-chairs of the Montana Cancer Control Coalition (MTCCC) and the Steering committee, Immediate Past Co-chair of the MTCCC, the Secretary/Treasurer, the representative from the Cancer Control Section of DPHHS, and the Physician Advisory Group Liaison.
2. Voting: one per individual.
3. Term: Co-chairs and the Secretary/Treasurer, two years; Immediate Past Co-chair, one year; the representative from the Cancer Control Section of DPHHS, unlimited; and the Physician Advisory Group Liaison, two years.
4. Roles and Responsibilities: will be responsible for the daily decisions and details of the MTCCC business to administer and evaluate the MTCCC and implementation of the Montana CCC Plan with the oversight of the Steering committee. They are designated speakers for actions/decisions and questions directed to the MTCCC.
5. Decision-making rules: consensus or simple majority vote.

## VI. Structure

1. The Steering committee may establish and disband implementation groups and taskforces as needed for implementation and evaluation of the Montana Comprehensive Cancer Control (CCC) Plan. [See Montana Cancer Control Coalition (MTCCC) Organizational Chart section IX.]
  - Except as provided elsewhere in these Bylaws, the Co-chairs of the MTCCC and the Steering committee shall, with the approval of the Steering committee, appoint chairs and members of ad hoc committees and taskforces.
  - Implementation groups are composed of MTCCC members self-appointed by registration.
  - Implementation group Chairs and Managers are selected from each respective group membership for a two-year (calendar year) term, and may be renewed. The Chairs are responsible for leading each group with assistance from the Managers, identifying business agenda topics, and seeing that needed action for decision is directed to the Steering committee. They work collaboratively on the functions and tasks of the group as identified by the Steering committee. Following each meeting, the group Chair will communicate action/decisions of the Steering committee back to the group.
  - The implementation group Chairs are approved by the Steering committee.
  - Implementation groups may be composed of persons from the Steering committee, the general membership, partnering organizations, and outside advisors.
  - Implementation groups make recommendations to the Steering committee and carry out cancer control activities with Steering committee oversight.
  - Summary reports of group activities shall be given to the Steering Committee by the group chair or their designee.
2. Terms of implementation group members shall be unlimited.
3. Voting/Decisions: The implementation groups will strive to achieve consensus for decisions and for recommendations to the Steering committee. Each member has one vote for a simple majority vote of members present when consensus is not reached.
4. Definitions:
  - Implementation Groups: Standing Committees and Implementation Teams.
  - Standing Committees: Are responsible for ongoing administrative and operational activities for the MTCCC and for CCC Plan implementation and will report directly to the Steering committee. The function of these committees may change over time as implementation priorities change. They include (in 2009), but are not limited to, Communication, Assessment and Development, and Resources and Membership.
  - Implementation Teams: Will identify tools, projects, best practices and resources to implement the priority strategies of the CCC Plan under the direction of the Steering committee. These teams include (in 2009), but are not limited to, Prevention, Early Detection, Treatment and Research, and Quality of Life and Survivorship.
  - Ad Hoc Committees and Taskforces: May be established and disbanded by the Steering committee. Establishment may be considered by the Steering committee at the request of the implementation groups or the MTCCC membership. Ad hoc committees will be

assigned specific and limited tasks for administrative or operational activities. Taskforces will be assigned specific and limited tasks for implementation activities.

- **Physician Advisory Group:** Will provide guidance, education and act as a resource as related to CCC Plan activities to include but not limited to responding to specific medical questions or participating in cancer control activities in their community. Physicians will be invited to join the MTCCC as honorary members. Members of the Physicians Advisory Group will meet as needed and function by consensus. **CHANGES TO BE DETERMINED**

5. Meetings of the implementation groups will be held on a frequency determined by the group Chair (or designee) to complete the tasks identified by the Steering committee or at least quarterly. Meetings may be face to face, via conference call/video/web, or e-mail. The group Manager will provide meeting notices.

#### VII. **Amendment of Bylaws**

A 60% majority of the Steering committee may recommend change of the Bylaws to the MTCCC. Changes will be approved by the MTCCC by simple majority of those present with a minimum 30-day notice to all MTCCC members.

#### VIII. **Conflict of Interest**

On any matter brought to a vote, a member with a conflict (real or perceived) between the interests of the MTCCC and the member or the member's organization will be responsible to declare such conflict. The Co-chairs of the MTCCC and Steering committee or the Chair of the implementation group involved will decide if the member should vote on the issue about which the conflict has been declared.

#### IX. **MTCCC Organizational Chart**

